

March 10, 2010

**ITEM NO. B7**

**RECOMMENDATION TO AWARD A CONTRACT FOR ONLINE APPLICANT  
SYSTEM SERVICES FOR THE OPENING OF THE GENERAL FAMILY WAIT LIST  
TO MODEL METRICS**

To the Honorable Board of Commissioners:

**RECOMMENDATION**

It is recommended that the Board of Commissioners approves the attached resolution authorizing the Chief Executive Officer or his designee to enter into a service agreement with Model Metrics for online applicant system services for a twelve (12) month period at a firm, fixed price of \$103,868.00.

**RECOMMENDATION SUMMARY**

<b>Vendor:</b>	Model Metrics 750 North Orleans Street, Suite 601 Chicago, IL 60654	
<b>Specification No.</b>	09-00475	<b>Date Advertised:</b> January 27, 2010
<b>Contract Type:</b>	Firm Fixed Price	<b>Pre-Proposal Conference:</b> February 8, 2010
<b>Term:</b>	12 months	<b>Proposal Due Date:</b> February 22, 2010
<b>Option Period:</b>	None	<b>Number of Vendors Solicited:</b> 139
<b>Contract Amount:</b>	\$103,868.00	<b>Number of Pick-ups:</b> 41
<b>Advertisement Publications:</b>	Chicago SunTimes, Chicago Defender El Dia, CHA website & BuySpeed	<b>MBE</b> <u>8</u> <b>WBE</b> <u>5</u> <b>DBE</b> <u>2</u>
		<b>Addendums Issued:</b> None
		<b>Number of Proposals Received:</b> Six (6)

**M/W/DBE/Participation:**

Direct: \_\_\_\_% MBE 20\*% WBE \_\_\_\_DBE  
Waiver \_\_\_\_ (Yes/No)

**Section 3:**

3 Hires \_\_\_\_Subcontracting 1.5 Other Economic Opportunities

\*M/W/DBE participation will be based upon the service contract dollar amount, not including the licensing portion of the contract.

**EXPLANATION**

The CHA plans to open the General Family Public Housing Wait List in FY2010. The CHA plans on utilizing a vendor to create and implement an online portal that will accept applications electronically during the period of the opening of the General Family Wait List, as well as be responsible for hosting the portal website during the period in which open enrollment is active and until all applications are processed. The website will consist of an online application entry

form with field and form validation. Once the open enrollment has closed and all online and paper applications have been processed, the website will need to output the applicant data into a predetermined standard file format for import to the CHA's property management and resident tracking system, Yardi.

Model Metrics proposes to utilize licenses and technology that the CHA already uses. They demonstrated that they are able to create a quick interactive website that is scalable and can meet the high traffic demands of this project. Their reporting capabilities, rapid development implementation of the initial online website and the online applicant portal, and awareness of potential risks and solutions are desirable for this project. In addition to their technical expertise, Model Metrics proposed the lowest price of six vendor proposals submitted to the CHA.

### **PROCUREMENT HISTORY**

On January 27, 2010, the CHA advertised a Request for Proposal (RFP), No. 09-00475. The bidding period was open to interested vendors for a period of 21 days. The RFP was advertised in the Chicago SunTimes, Chicago Defender, and El Dia newspapers, as well as through notifications posted on the CHA website and in BuySpeed. In addition, notification was sent to 44 Assist Agencies for provision to their member list. A pre-proposal conference was held at the CHA on February 8, 2010, at which a discussion of the requirements and scope of services was held. Six (6) proposals were received on February 22, 2010, and were evaluated and scored by a designated team of CHA employees. Of the six (6) respondents, three (3) of the scored proposals were found to be within the competitive range set and approved by the Contracting Officer. Individual discussions and clarifications meetings (oral presentations) were conducted with the three (3) vendors on March 3, 2010. Best and Final Offers (BAFO) were requested and received on March 4, 2010. After review of the BAFO submitted by the three (3) Respondents, it was determined that Model Metrics, Inc. best exhibited the knowledge and expertise to provide the CHA with the requested services at the most competitive price.

Based on the foregoing, it is in the best interest of the CHA that the Board of Commissioners authorizes the Chief Executive Officer or his designee to enter into a service agreement with Model Metrics for online applicant system services for a twelve (12) month period in a firm, fixed amount of \$103,868.00.

**RESOLUTION NO. 2010-CHA-31**

**WHEREAS,** The Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated March 10, 2010, entitled “Recommendation to Award a Contract for Online Applicant System Services for the Opening of the General Family Waitlist”;

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT,** the Board of Commissioners hereby authorizes the Chief Executive Officer or his designee to enter into a service agreement with Model Metrics for online applicant system services for a twelve (12) month period in the firm, fixed amount of \$103,868.00.

